



## Educational Engagement Graduate Assistant 2025-2026 Position Description Housing & Residence Life

### **General Description**

Housing & Residence Life collaborates with academic colleges, student life offices, and other campus administrative departments and offices to offer living & learning experiences for students. These communities cluster students relevant to the mission of the LLC, share coursework, offer leadership development, and are provided a budget to support programs, activities, and academic support services offered to students throughout the year. This assistantship is designed to provide programmatic inspiration and administrative support to our residents. This position is influential in the continued growth and development of the individual LLC, student participants, and leadership development of students. This position is supervised by the Assistant Director of Educational Engagement.

### **Primary Duties & Responsibilities**

The Educational Engagement Graduate Assistant will be responsible for the following duties, completing at least 20 hours per week in direct job-related functions.

#### *Programming*

- Assist in the planning and coordination of move-in/welcome events.
- Recruit, select, and advise student staff.
- At least two events/leadership development activities should be held per month.
- Assist campus partners in planning and executing programs offered across all campus.
- Collaborate with campus partners to execute programs planned for residents that require additional staff support beyond what may be offered by the residence hall.

#### *Administration*

- Learn and understand how to effectively utilize the department's housing management software, StarRez and SALTO.
- Assist in the training and development of student staff.
- Assist in the recruitment of students and make a presence at recruitment events.
- Know and understand university and departmental expectations related to confidentiality (FERPA) regarding residents and staff members.
- Serve as a secondary contact for marketing, enrollment, and registration process for Educational Engagement programs.
- Assist with assessment efforts and data-driven approaches to improving the quality of life for Residents.
- Field questions relating to Housing from campus partners and others.
- Other duties as assigned by the supervisor or their designee.



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### *Community Development*

- Support in the implementation of a resident engagement model designed to provide an educational and engaging community living experience for residents.
- Assist student staff members and hall leaders in understanding the resident engagement model and teaching best practices for meeting educational goals and learning outcomes.
- Ensure community development efforts are inclusive and social justice, and promote a diverse community.
- Oversee the Educational Engagement budget, always considering fiscal responsibility and university procedures.

### *Crisis Response, Safety, & Security*

- Participate in the Professional Staff on Duty (PSOD) on-call rotation, providing emergency response to the residence halls for issues such as conduct concerns, medical issues, mental health, facilities emergencies, etc.
- Provide additional support outside of the duty rotation to students in need through intentional conversations.
- Refer students to campus resources as appropriate by providing information and/or escorting them to offices.
- Actively address issues of intolerance, hate, and injustice in an intentional, thorough, and prompt manner
- Serve as a mandated reporter for Title IX and Clery Act concerns.
- Appropriately and effectively confront policy violations and write understandable, clear, and grammatically correct incident reports.

### **Potential Duties & Responsibilities**

#### *Committee Work*

- Serve as a chair or member of a Housing and Residence Life Committee including, but limited to, Student Staff Selection, Student Staff Training, and Professional Staff Hiring Committees.
- Collaborate with professional staff and student staff to design and implement large-scale HRL processes.

### **Academic Requirements**

1. The Educational Engagement GA must be admitted to, enroll, and maintain enrollment during the term of the appointment in a Master's program at Wichita State University.
2. The Educational Engagement GA expected to continue positive academic progress by:
  - a. Receiving a semester GPA of 3.0 or greater as well as maintaining a cumulative GPA of 3.0 or greater while enrolled in the academic program. If the Educational Engagement GA does not meet this standard, they will be placed on HRL Academic Probation for the following semester. Educational Engagement GA who achieve a semester GPA below a 2.5 GPA should consult with the supervisor to determine if continued standing as a Educational Engagement GA is in their best interest.
  - b. An Academic Probation semester may only be used once during any 12-month period of time. If an Educational Engagement GA returns from academic probation and fails to meet requirements again within twelve months, they will not be permitted to continue in the LLC GA position.
3. The Educational Engagement GA must be enrolled in at least 6 graduate credit hours and be making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. If the



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Educational Engagement GA falls below 6 credits in any given semester may be asked to terminate their status as an Educational Engagement GA.

4. The Educational Engagement GA may not carry more than 9 credit hours per semester without approval from the Assistant Director of Educational Engagement. The Educational Engagement GA may be asked to drop hours in excess of 9 credit hours.

### **Terms of Appointment & Important Dates**

Applicants should be aware of the following dates and information which are requirements of employment:

- The Educational Engagement GA position is an hourly position that can work up to 30 hours per week in any week classes are in session for domestic students and up to 20 hours per week in any week classes are in session for international students
- This position requires some weekend and night hours
- The Educational Engagement GA position will begin with a flexible start date and will end no later than May 26<sup>th</sup>, 2023
  - Summer opportunities are flexible based on the Educational Engagement GA's academic commitments and interest in other opportunities such as an ACUHO-I or NODA internships (should the academic program allow for this).
- The Educational Engagement GA must be in good conduct standing with the University during the course of employment.

### **Qualifications**

- Bachelor's degree awarded by position start date
- Self-motivated and ability to work autonomously
- Strong communication skills, particularly written and oral communication skills
- Demonstrated commitment to working with diverse populations

### **Compensation**

Compensation for the Educational Engagement GA will include the following:

- A 1-bedroom apartment in the Flats at WSU (kitchen and laundry included in-unit)
- A meal plan to be used in campus dining facilities (when open and available). This is \$1,000 for the Fall semester, \$1,000 for the Spring semester, and \$500 over the summer.
- An hourly rate of \$11.50/hour for 20-30 hours per week
- In-state tuition waiver up to \$1800 per semester (does not cover student segregated fees)

### **Questions & Contact**

Please direct any questions regarding the Educational Engagement GA position to the following:

- Chris Wiebe, Assistant Director of Educational Engagement, [christopher.wiebe@wichita.edu](mailto:christopher.wiebe@wichita.edu), 316-978-7749